

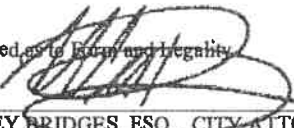
RESOLUTION

No. 24-207

Date of Adoption MAY 23 2024

Approved as to form and legality

Factual content certified by


WESLEY BRIDGES, ESQ., CITY ATTORNEY


SEAN SEMPLE, DIRECTOR OF WATER AND SEWER

Councilman/woman _____ presents the following Resolution:

SPONSORED BY: _____

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO VAN NOTE HARVEY ASSOCIATES, INC. FOR THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT (CCR) PER USEPA AND NJDEP FOR TRENTON WATER UTILITY IN AN AMOUNT NOT TO EXCEED \$70,000.00, FOR A PERIOD ONE (1) YEAR FROM THE DATE OF AWARD - RFP2024-07

WHEREAS, the City has a need for the Development, Preparation, Printing, and Mailing Services for the Consumer Confidence Report (CCR) per USEPA and NJDEP for the City of Trenton, Department of Water and Sewer, Trenton Water Utility for a period of one (1) year from the date of award; and

WHEREAS, a request for proposal was advertised, and two (2) sealed proposals were received on February 23, 2024 at 11:0AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, Graphic Imaging Inc., 561 Boston Post Road, Milford, CT 06460, did not meet the requirements of the scope of work in item #21: (the vendor shall provide postage for postmaster). Graphic Image Inc. did not include a postage fee in their final cost; and

WHEREAS, the proposal of Van Note Harvey Associates, Inc., 103 College Road East, 3rd Floor, Princeton, NJ 08540 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed \$70,000.00 have been certified to be available in the following grant account number: 4-05-55-5507-861-005 for a period of one (1) year from date of award.

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Van Note Harvey Associates, Inc. 103 College Road, East, 3rd Floor, Princeton, New Jersey 08540 for the Development, Preparation, Printing, and Mailing Services for Consumer Confidence Report (CCR) per USEPA and NJDEP; in an amount not to exceed \$70,000.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Water and Sewer, Trenton Water Utility; and

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION: <i>Figueroa Kettenburg</i>					SECOND: <i>Williams</i>									
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓				FELICIANO	✓			
FIGUEROA KETTENBURG	✓				HARRISON				✓					
FRISBY				✓	WILLIAMS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

MAY 23 2024

[Signature]
Resident of Council

[Signature]
City Clerk

PROFESSIONAL SERVICES CONTRACT

RFP2024-07

RESOLUTION 24-207

AWARDED TO VAN NOTE HARVEY ASSOCIATES, INC. THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT (CCR) PER USEPA AND NJDEP FOR THE CITY OF TRENTON, DEPARTMENT OF WATER, WATER UTILITY

THIS CONTRACT made this **23RD day** of **MAY 2024** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **VAN NOTE HARVEY ASSOCIATES, INC. 103 COLLEGE ROAD EAST, 3RD FLOOR, PRINCETON, NEW JERSEY 08540** (CONTRACTOR").

WHEREAS, the City has a need for **THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT (CCR) PER USEPA AND NJDEP** for the City of Trenton, Department of Water and Sewer, Trenton Water Utility.

WHEREAS, Contractor agrees for **THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT (CCR) PER USEPA AND NJDEP** for the City of Trenton, Department of Water and Sewer, Trenton Water Utility in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

FOR THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT (CCR) PER USEPA AND NJDEP for the City agrees to retain **VAN NOTE HARVEY ASSOCIATES, INC. 103 COLLEGE ROAD EAST, 3RD FLOOR, PRINCETON, NEW JERSEY 08540** "the request of and under the general supervision of the City of Trenton, Department of Water and Sewer, Trenton Water Utility.

1. SCOPE OF SERVICES

SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of one (1) year from **DATE OF AWARD**, in an amount not to exceed **\$70,000.00**.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION:** **Resolution #24-207** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 5. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

6. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

MISCELLANEOUS PROVISIONS:

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

VAN NOTE HARVEY ASSOCIATES, INC.
103 COLLEGE ROAD EAST, 3RD FLOOR
PRINCETON, NEW JERSEY 08540

7-17-24
DATE

Seal: TZS.O/L, P.E.

Attest: Jane Martello

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:


BRANDON L. GARCIA
MUNICIPAL CLERK

CITY OF TRENTON


W. REED GUSCIORA, ESQ.
MAYOR

8/8/24
DATE

7-30-24
DATE

CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. In the event that the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

☒ Check here if willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Lump sum fee quoted is valid without adjustment through July 23, 2024

☐ Check here if not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

TE O'Shea

AUTHORIZED SIGNATURE

Thomas E. O'Shea, PE, PP | Principal Engineer